

ARDENT COUNSELING CENTER

A Practice of Rodasi LLC

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Effective Date: March 27, 2026 | Privacy Officer Contact: info@ardentcenter.com | Phone: 888.870.1775 | Web: www.ardentcenter.com

IMPORTANT NOTICE REGARDING SUBSTANCE USE DISORDER RECORDS: Ardent Counseling Center creates, receives, and maintains records related to substance use disorder (SUD) diagnosis, treatment, and referral for treatment. Such records are protected by 42 CFR Part 2 in addition to HIPAA and may be subject to greater restrictions than other health information. See the section below titled "Special Protections for Substance Use Disorder Records."

YOUR RIGHTS

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

Get an Electronic or Paper Copy of Your Medical Record

- You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this.
- We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

Ask Us to Correct Your Medical Record

- You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this.
- We may say "no" to your request, but we will tell you why in writing within 60 days.

Request Confidential Communications

- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- We will say "yes" to all reasonable requests.

Ask Us to Limit What We Use or Share

- You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say "no" if it would affect your care.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say "yes" unless a law requires us to share that information.

Get a List of Those With Whom We Have Shared Information

- You can ask for a list (accounting) of the times we have shared your health information for six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We will provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

Get a Copy of This Privacy Notice

- You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

Choose Someone to Act for You

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has this authority and can act for you before we take any action.

File a Complaint If You Feel Your Rights Are Violated

- You can complain if you feel we have violated your rights by contacting us using the information at the top of this notice.
 - You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.
 - We will not retaliate against you for filing a complaint.
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YOUR CHOICES

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in your care
- Share information in a disaster relief situation

If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.

In these cases we never share your information unless you give us written permission:

- Marketing purposes
- Sale of your information
- Most sharing of psychotherapy notes
- Substance use disorder (SUD) treatment records, except as permitted by 42 CFR Part 2 (see Special Protections for Substance Use Disorder Records below)

In the case of fundraising, we may contact you for fundraising efforts, but you can tell us not to contact you again. If this organization maintains SUD treatment records and intends to use such records for fundraising purposes, we will clearly inform you of your right to opt out of receiving any fundraising communications related to those records.

OUR USES AND DISCLOSURES

How do we typically use or share your health information?

Treat You

- We can use your health information and share it with other professionals who are treating you.
- *Example: A clinician treating you for depression asks another provider about your medication history or co-occurring conditions.*

Run Our Organization

- We can use and share your health information to run our practice, improve your care, and contact you when necessary.
- *Example: We use health information about you to manage your treatment and services.*

Bill for Your Services

- We can use and share your health information to bill and get payment from health plans or other entities.
- *Example: We provide information about you to your health insurance plan so it will pay for your services.*

How else can we use or share your health information?

We are allowed or required to share your information in other ways, usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

Help with Public Health and Safety Issues

- We can share health information about you for certain situations such as preventing disease, helping with product recalls, reporting adverse reactions to medications, reporting suspected abuse, neglect, or domestic violence, and preventing or reducing a serious threat to anyone's health or safety.

Do Research

- We can use or share your information for health research.

Comply with the Law

- We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we are complying with federal privacy law.

Respond to Organ and Tissue Donation Requests

- We can share health information about you with organ procurement organizations.

Work with a Medical Examiner or Funeral Director

- We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

Address Workers' Compensation, Law Enforcement, and Other Government Requests

- We can use or share health information about you for workers' compensation claims, for law enforcement purposes or with a law enforcement official, with health oversight agencies for activities authorized by law, and for special government functions such as military, national security, and presidential protective services.

Respond to Lawsuits and Legal Actions

- We can share health information about you in response to a court or administrative order, or in response to a subpoena.

SPECIAL PROTECTIONS FOR SUBSTANCE USE DISORDER RECORDS

Ardent Counseling Center creates, receives, and maintains records related to substance use disorder (SUD) diagnosis, treatment, and referral for treatment. These records are protected by 42 CFR Part 2 ("Part 2"), a federal law that provides heightened confidentiality protections that are more stringent than standard HIPAA requirements. The following applies to your SUD records in addition to the general HIPAA rights and protections described elsewhere in this notice.

Stricter Limits on Disclosure

- Part 2 records generally may not be used or disclosed for treatment, payment, or health care operations without your specific written consent, unless an exception applies under Part 2. This is a more stringent standard than standard HIPAA, which permits such disclosures without your written authorization.
- *Example: We cannot share your SUD treatment records with another provider for treatment coordination unless you have signed a Part 2-compliant consent form, unless an exception applies.*

Prohibition on Use in Legal Proceedings

- Part 2 records may not be used or disclosed in any civil, criminal, administrative, or legislative proceeding against you without your written consent or a court order that meets Part 2 requirements. This protection applies even if such use or disclosure would otherwise be permissible under HIPAA or other law.
- *Example: Your SUD treatment records cannot be disclosed to law enforcement or used against you in a criminal proceeding without your written consent or a qualifying court order, even if your records are otherwise relevant to the proceeding.*

Your Rights Regarding SUD Records

- You have the right to request restrictions on how your SUD records are used and disclosed, consistent with Part 2.
- You have the right to access your own SUD records, subject to applicable law.
- You may revoke a Part 2 consent at any time, except to the extent that action has already been taken in reliance on the consent.

Combined HIPAA and Part 2 Notice

- This notice serves as both the HIPAA Notice of Privacy Practices required by 45 CFR Section 164.520 and, where applicable, the Part 2 Patient Notice required by 42 CFR Section 2.22. If you have questions about how your SUD records

are protected, please contact our Privacy Officer.

OUR RESPONSIBILITIES

- We are required by law to maintain the privacy and security of your protected health information, including SUD records protected by 42 CFR Part 2.
 - We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
 - We must follow the duties and privacy practices described in this notice and give you a copy of it.
 - We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.
 - For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html
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CHANGES TO THE TERMS OF THIS NOTICE

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, on our website, and we will post the revised notice at each of our service locations. If we make a material change to our privacy practices, we will provide you with a revised notice.

Ardent Counseling Center | Rodasi LLC | Illinois | Iowa | Nebraska | Indiana | www.ardentcenter.com | info@ardentcenter.com | 888.870.1775

This notice complies with 45 CFR § 164.520 (HIPAA Privacy Rule) and 42 CFR § 2.22 (Part 2). Effective Date: March 27, 2026.